

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Olga M. Noriega, Mayor Pro-Tem, District 3
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Gerardo "Jerry" Tafolla, Commissioner, District 4
Letty Lopez, Commissioner, District 5
Fidel L. Pena, III, Commissioner, District 6

Mike R. Perez, City Manager

CITY OF WESLACO

Invitation to Bid

The City of Weslaco hereby requests sealed bids for the following:

Municipal Monument Sign / RFB No.: 2015-16-19

Sealed bids addressed to Homer Rhodes, will be accepted at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m. on August 26, 2016**, at which time they will be opened and read aloud. Please mark envelope, "Sealed Bid" **Municipal Monument Sign / RFB No.: 2015-16-19**

NOTE: An informative, non-mandatory Pre-Bid Conference meeting followed by a Walk –Through will be held at 1:30 pm on August 19, 2016 at Weslaco City Hall – Purchasing Conference Room C, located at 255 S. Kansas Avenue, Weslaco, Texas.

Potential Bidders/Respondents are advised that the bidding documents can be downloaded from the City of Weslaco web page address: www.weslacotx.gov, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling 956.447-2240. Be advised that if your company is contemplating on bidding this project you must contact the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, e-mail, telephone and fax, and contact person). **No electronic bids will be accepted.**

The City of Weslaco reserves the right to accept or reject any or all bids, to waive any informalities, and to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action, for the purpose of reviewing the bids and investigation of bidders' qualifications prior to bid award. Bids submitted past the aforementioned date and time will not be accepted.

City of Weslaco

Homer Rhodes,

Purchasing Office

hrhodes@weslacotx.gov



VENDOR'S NOTICE OF INTENT TO SUBMIT A BID

If you intend to submit a bid for **Municipal Monument Sign**
RFB No.: 2015-16-19

with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **August 26, 2016** so that you may receive any addendums to the specifications should the need arise.

Homer Rhodes
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: 956.447.2240
Fax: 956.969.8452
hrhodes@weslacotx.gov

Name: _____ (print / contact person)	Signature: _____
Title: _____	Company/Agency: _____
Mailing Address: _____	City/State/Zip: _____
Phone: _____	Fax: _____
Email Address: _____	

Bid No.: 2015-16-19

CITY OF WESLACO INSTRUCTIONS TO BIDDERS

The City of Weslaco will receive bids for
Municipal Monument Sign / RFB No.: 2015-16-19

1. The Municipal Monument Sign offered for consideration shall conform to the following specifications and be equipped with any additional equipment as specified.
2. Bids shall be submitted in a sealed envelope upon the blank form attached hereto. Each bid must be completely filled out. Bids must be filed with the City of Weslaco before opening day and hour. No late bids will be accepted. They will be returned to respondent unopened (if properly identified). Failure to meet request for bid(s) requirements may be grounds to disqualification.
3. Any exceptions to these specifications must be stated in writing and attached to the Bid form, NO EXCEPTIONS. Each exception must refer to the corresponding paragraph of the Specifications, by paragraph number, with explanation and detailed description of the item or items the bidder wishes to substitute.
4. All parts not specifically mentioned which are necessary in order to furnish a complete Municipal Monument Sign, shall be included whether or not specified.
5. The geographical location(s) of vendor's facilities referenced Parts and Service will be given due consideration in the evaluation and award of Bid.
6. **All expectations and substitutions must be listed on a separate piece of paper in the Bid package and supporting documents or brochures must be provided for the equipment specified.**
7. Bids MUST give full firm name and address of respondent, and be manually signed. Failure to do so will disqualify your bid. Person signing bid must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT. Firm name and authorized signature must appear on each page that calls for this information.
8. Bids CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by respondent guaranteeing authenticity. No bid may be withdrawn after opening time without acceptable reason in writing and only after approval by the City of Weslaco.
9. STATE SALES TAX MUST NOT BE INCLUDED IN BID. A tax-exempt form will be provided upon request.
10. Number of days required to complete install of Municipal Monument Sign after receiving Purchase Order must be stated in your bid. Failure to do so will obligate respondent to complete install within 30 days after award.

11. When delay can be foreseen, vendor shall give prior notice to the City of Weslaco. Vendor must keep the City of Weslaco advised at all times of status of delivery. Default in promised delivery (without acceptable reasons) or failure to meet specifications, authorizes the City of Weslaco to purchase Municipal Monument Sign elsewhere and charge increase in cost and handling to defaulting vendor.
12. Acceptable reasons for delay delivery are as follows: Acts of God, (floods, tornadoes, hurricanes, etc.), acts of government, (fire, strikes, war). Actions beyond the control of successful vendor.
13. Bid F.O.B. Weslaco City Hall, 255 Kansas Avenue, Weslaco, Texas 78596.
14. The City may hold Bids for forty-five (45) days after reading of same without taking action. Respondents shall hold their Bid firm for the same period of time.
15. The vendor agrees to indemnify and save harmless the City, the Purchasing Agent, and his/her assistants from all suits and actions of every nature and description brought against them or any of them, for or on account of the use of patented appliances, products or processes, and he/she shall pay all royalties and charges which are legal and equitable. Evidence of such payment or satisfaction shall be submitted upon request of the Purchasing Agent, as a necessary requirement in connection with the final estimate for payment in which such patented appliance, products or processes are used.
16. Respondent shall carefully examine the Bid forms, requirement/specifications, and instructions to respondents. Should the respondent find discrepancies in, or omissions from bid forms, specifications, or other documents, or should he/she be in doubt as to their meaning, he/she should at once notify the Purchasing Agent, Homer Rhodes, hrrhodes@weslacotx.gov (Weslaco City Hall, at 956/447-2240) and obtain clarification by addendum prior to submitting any bid.
17. The City of Weslaco will execute payment by mail within 30 days in strict accordance with the State of Texas Pay Law after complete install of Municipal Monument Sign, and inspected, and found to meet City of Weslaco specifications. No other method of payment will be considered.
18. The City of Weslaco reserves the right to reject any or all bids and to waive any or all informalities or technicalities or to accept the bid to be the best and most advantageous to the City and to hold bids for a period of forty-five (45) days without taking action. Bids submitted past the aforementioned date and time will not be accepted.

19. **Notice to Awarded Vendors:** In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. This new law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million.

20. **SCHEDULE OF EVENTS:**

The City of Weslaco intends to use the following schedule of events for issuance of and response to this Request for Proposal:

<u>Date of Completion</u>	<u>Description of Event</u>
August 10, 2016	1st Publication in Advance News Journal
August 17, 2016	2nd Publication in Advance News Journal
August 19, 2016	Pre-Bid Conference / City Hall at 1:30 pm
August 26, 2016	Bid Deadline & Opening at 3:00 pm
September 6, 2016	City Commission selection of most advantageous bidder

INSURANCE REQUIREMENT – UPON AWARD OF BID

Awarded vendor must provide the City a certificate of Insurance as follows:

Comprehensive General Liability Insurance shall be carried for a combined amount of not less than one million (1,000,000) of coverage for all damages arising out of bodily harm, death, and property damage for each occurrence.

Worker's Compensation and Employer's Liability Insurance shall be carried to cover the Offerer's liability under the Worker's Compensation Law of the State of Texas.

Automobile liability of \$1,000,000 combined single limit per accident for bodily injury and property damage.

CITY OF WESLACO
Municipal Monument Sign / RFB No.: 2015-16-19

SPECIFICATIONS

In connection with this RFB, interested Bidders should limit their contact to the City of Weslaco by communicating only with Homer Rhodes, at (956) 447-2240 regarding this RFB. Contact with persons other than Mr. Rhodes regarding this RFB may be grounds for eliminations from the selection process.

The City of Weslaco is seeking bids for the purchase and install of a Municipal Monument Sign at City Hall.

The City of Weslaco has reviewed and evaluated several options of Digital Signs in general use. **The successful bidder will provide the Municipal Monument Sign as specified in this document or an equivalent.** Furthermore; the specifications listed are not all-inclusive and should not be construed as final.

QUANTITY: One - Complete install and refurbish of existing Sign Monument

SCOPE OF SPECIFICATIONS

These specifications describe the mechanical and requirements for the Reface Faces with Embossed Acrylic Faces, Install a LED Full Color Screen, Replace Existing Tube Lamps with LED

MINIMUM SPECIFICATIONS

All proposed Municipal Monument Sign components to be in full compliance as follows:

CABINET STYLE: Factory Specify 4'-1 3/16" x 11'-11 11/16"

SERVICEABLE: Front

COOLING: Quiet Running Vent Fans

SIGN CONTROLLER: Internal

CHARACTER SIZES: 5.5"

LINES & CHARACTERS: 7 Lines / 29 Characters

COLOR PROCESSING: Red RGB Trillion Levels – M

PIXEL MATRIX: 56 x 176

LED PIXEL PITCH: 20.0 MM

BRIGHTNESS: 10000 NIT's

TOTAL BOOT UP AMPS: 35.8

REG OPERATING AMPS: 10.39

VIEWING ANGLE: 140°

DIGITAL TEMP PROBE: Model 128

COMMUNICATION: Remote RF Wireless / Up to 1500 Ft. or DSL Telephone Line

SOFTWARE: ME Pro / Including 5 Year Software Upgrades

ON-SITE TRAINING: Up to 4 hours training

Comply

_____ Yes _____ No

CITY OF WESLACO

Municipal Monument Sign / RFB No.: 2015-16-19

BID FORM

The _____ (bidder), having read the specifications, proposes to furnish and complete install of Municipal Monument Sign, for the full and firm price of within delivery time designated below, in full compliance with the specifications.

Complete Install: City Hall – 255 S. Kansas Avenue - Weslaco, Texas

Respectfully submitted this _____ day of _____, 2016.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Estimated “complete install” Time Frame upon issuance of Purchase Order: _____ (days)

Description/Model _____

Grand Total: \$ _____

Total Bid Amount in words (Dollars & Cents)

Company: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Authorized Signature: _____ Title: _____

E-mail: _____

Please print above signature

